



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 5031.1D
ASN(RD&A)
29 Mar 2019

SECNAV INSTRUCTION 5031.1D

From: Secretary of the Navy

Subj: SHIP NAMING, SPONSOR SELECTION, CREST DEVELOPMENT, KEEL LAYINGS, CHRISTENINGS, COMMISSIONINGS, AND DECOMMISSIONINGS

Ref: (a) NAVSO P-1000
(b) Joint Travel Regulations of October 2018
(c) OPNAVINST 1710.7A
(d) DoDD 5500.07-R, Standards of Conduct, November 2007
(e) SECNAVINST 4001.2K
(f) SECNAV M-5210.1
(g) NAVPERS 15665I
(h) SECNAVINST 5870.7
(i) NAVSUP Publication 486, Vol II, Revision of 8 August 2016, Chapter 3
(j) OPNAVINST 4770.5H
(k) 10 U.S.C. §8766

Encl: (1) Standard Operating Procedures Associated with Ship Naming, Sponsor Selection, Crest Development, Keel Layings, Christenings, Commissionings, and Decommissionings.

1. Purpose. To define the processes and identify roles and responsibilities for the planning and execution of major ship milestones and ceremonies including ship naming, sponsor selection, crest development, keel laying, christening, commissioning, and decommissioning.

2. Cancellation. SECNAVINST 5031.1C.

3. Applicability. This instruction applies to the Office of the Secretary Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC) and all United States (U.S.) Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON). This instruction applies only to ocean-going vessels on the

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Naval Vessel Register not to service craft, small boats, and experimental use vessels.

4. Policy. This instruction sets forth the requirements of the cognizant Program Executive Officer (PEO), the SECNAV Public Affairs Officer (PAO), cognizant Supervisor of Shipbuilding (SUPSHIP), the Naval History and Heritage Command (NHHC), the Office of Naval Research (ONR) Office of Counsel, cognizant Type Commander (TYCOM), and Shipbuilder in achieving certain milestones in a ships life. The reason for these requirements is to delineate roles and responsibilities and identify proper procedures.

5. Background. This instruction addresses processes and procedures to assist in supporting milestones in the life of a ship of the U.S. Navy, including ship naming, sponsor selection, crest development, keel laying, christening, commissioning, and decommissioning (Note: commissioning and decommissioning applies only to United States Ship (USS) vice United States Naval Ship (USNS) ships). Each of these milestones differs in scope and the level of Navy participation, representing unique challenges in planning and coordinating activities. Of critical importance for all events is close coordination and prudent oversight to ensure sound stewardship of government resources, to drive a collaborative relationship between all participating agencies, and to ensure that each event is conducted in a manner that preserves time-honored naval customs and traditions while achieving efficiencies for both the DON and industry stakeholders.

6. Responsibilities. It is the responsibility of the cognizant PEO to ensure that new construction and pre-commissioning support contracts contain language that ensures accountability for the requirements contained herein.

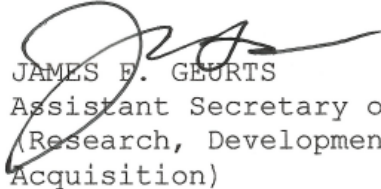
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

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b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements contained in appendix F are exempt from information collection control by SECNAV M-5214.1, part IV, paragraph 7n and requires no report control symbol.



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**STANDARD OPERATING PROCEDURES ASSOCIATED WITH SHIP NAMING, SPONSOR
SELECTION, CREST DEVELOPMENT, KEEL LAYINGS, CHRISTENINGS,
COMMISSIONINGS, AND DECOMMISSIONINGS**

1. Procedures. The DON recognizes multiple milestones in the life of each ship of the U.S. Navy. The procedures leading to the execution of these milestones are extremely complex and require close coordination among the various government and industry organizations involved in these events. These standard operating procedures, with supporting appendices, broadly defines each organization's responsibilities and supporting processes related to the successful completion of each ceremony, as well as the execution of other key activities in the ship's life. The following appendices are included:

- Appendix A: Ship Naming Processes and Procedures
- Appendix B: Sponsor Selection and Support
- Appendix C: Ship's Crest Development
- Appendix D: Keel Laying Ceremonies
- Appendix E: Christening Ceremonies
- Appendix F: Commissioning Ceremonies
- Appendix G: Decommissioning Ceremonies

2. Ship Naming. SECNAV is the sole entity with authority to approve the name of new construction, conversion, and long-term charter ships. The SECNAV is also the authority for approving the naming convention for new ship classes. The SECNAV Public Affairs Office is SECNAV's appointed agent responsible for initiating and coordinating the naming process. Processes and procedures for the naming of U.S. Navy ships and ship classes are provided in appendix A.

3. Ship Sponsors. The ship's sponsor plays an important role in the life of each ship. Following longstanding naval tradition, a ship's sponsor is a female who is typically selected for her relationship to the namesake or to the ship's current mission. It is said that her spirit and presence will guide the ship throughout its service life. Far beyond coordinating her participation at the traditional christening event, it is incumbent upon the Navy to foster a positive and active relationship with the sponsor that lasts from her selection to ship decommissioning. The SECNAV is the sole entity with authority to approve the selection of the sponsor of new construction, conversion, and long-term charter ships. The

PAO is the SECNAV's agent for initiating and compiling sponsor nominations. Appendix B provides processes and procedures associated with the selection of and support for the sponsor of a ship of the U.S. Navy.

4. Ship's Crest Development. Navy tradition requires that each ship of the U.S. Navy have its own distinct coat of arms, which reflects both the heritage embodied in the ship's namesake and its future mission objectives. Unique in design for each ship, the crest will represent the ship's identity throughout its service life, and help foster unity and esprit de corps for the crew. Appendix C provides processes and procedures associated with the design and development of the ship's crest.

5. Keel Laying. The keel laying is a major milestone in the life of the ship, for it symbolizes the point at which the ship begins to transition from design to reality. The ceremony acknowledges the joining together of the first major modules of the ship, authenticated with the initials of the sponsor (if available) or a designated dignitary. SECNAV authorizes the execution of "significant" keel laying ceremonies for the first ship of a new class or for a ship of unique national significance. The event should be smaller in scale than that of christening and commissioning ceremonies. While the event is hosted by the shipbuilder, the cognizant PEO is charged with overarching responsibility for the planning and execution of the event to provide fiscal stewardship and ensure that the ceremony fully supports Navy customs and traditions and adheres to established policy. The PEO serves as the primary point of contact in communicating with the keel authenticator, the sponsor and Department of Defense (DoD) and DON Distinguished Visitors (DVs). The cognizant SUPSHIP serves as the PEO's on-site representative, and, as such, coordinates directly with the shipbuilder and PEO in the execution of the event. Keel laying ceremonies for follow ships of the class are significantly smaller in scope and more modest in nature, with an internal shipbuilding and local community focus. Appendix D provides processes and procedures associated with the planning and execution of a keel laying ceremony.

6. Christening Ceremonies. The christening ceremony marks the traditional transition of the ship from the new construction phase to its comprehensive tests and trials phase - moving from

a mere hull number to a ship with a name and spirit. The ceremony and its supporting activities are largely focused on the ship's sponsor and a celebration of the namesake's heritage. Prior to the ceremony, the shipbuilder typically hosts a dinner in the sponsor's honor. The christening and its pre- and post-ceremony activities are hosted by the shipbuilder, and, as such, will reflect unique local heritage and practices of the shipbuilder and the local community. The cognizant PEO is charged with overarching responsibility for the planning and execution of the actual ceremony to provide fiscal stewardship and ensure that the ceremony fully supports Navy customs and traditions and adheres to established policy. The PEO serves as the primary point of contact in communicating with the sponsor and DoD and DON DVs. The cognizant SUPSHIP serves as the PEO's on-site representative, and, as such, coordinates directly with the shipbuilder and the PEO in the execution of the event. Appendix E provides processes and procedures associated with the planning and execution of a christening ceremony.

7. Commissionings

a. The commissioning ceremony is one of the most important traditional ceremonial milestones in the life of the ship, for it represents the acceptance of the ship by the U.S. Navy and her entry into the active fleet. In recent years, the Navy has transitioned the site of commissioning ceremonies from the shipyard to waterfront communities Nation-wide, to provide a wider range of Americans with an opportunity to join in celebrating the success of their investments and to foster support and understanding for the Armed Services. The cognizant PEO has financial and oversight responsibility for the execution of the commissioning ceremony. The Prospective Commanding Officer (PCO) serves as the traditional host of the ceremony and is responsible for planning and day-to-day execution. The PCO shall not engage himself or herself or the crew in commissioning preparations until reporting to the cognizant PEO on official PCO orders. Receptions or social events held incident to the ceremony are typically hosted by the cognizant commissioning community, and are in no way the responsibility of the U.S. Navy. The complexities associated with the commissioning require constant communication and coordination between the PCO, the PEO, and the commissioning community through all phases of planning and execution. Commissionings apply only to USS ships.

Appendix F provides processes and procedures associated with the planning and execution of a commissioning ceremony.

b. The SECNAV may also authorize a return to service ceremony in the event that our national security strategy requires the reactivation of a previously decommissioned ship. While smaller in scope than a traditional commissioning ceremony, a return to service ceremony should follow the same parameters and guidelines prescribed in appendix F.

8. Decommissionings. The decommissioning ceremony is the last of the major ceremonial milestones, for it marks the end of the ship's active service life. Conducted for every USS ship, decommissioning ceremonies are typically modest, but can be significant for ships with noteworthy combat records or special national significance. It is the responsibility of the cognizant TYCOM to schedule a decommissioning date within the fiscal year specified by the CNO, to promulgate procedures for ships being decommissioned, and to provide authorizations to commence inactivation planning and decommissioning. The ship's Decommissioning Commanding Officer (DCO) is responsible for the planning and execution of the decommissioning ceremony, in coordination with the cognizant TYCOM. Appendix G provides processes and procedures associated with the planning and execution of the decommissioning ceremony.

APPENDIX A
SHIP NAMING PROCESSES AND PROCEDURES

1. Upon contract award for a new construction ship/ship class without an established naming convention, the cognizant PEO notifies the SECNAV PAO and the NHHC that a contract has been awarded. The SECNAV PAO generates a tasker for the NHHC to develop proposed naming conventions and hull designations. These recommendations should be based on historical precedence for previous ships of similar type, capability, or mission and should include three potential naming conventions, with supporting rationale and proposed ship names associated with each convention. NHHC notifies the ONR Office of Counsel of the potential names to review for possible trademark law issues.

2. After preparation of the naming convention memorandum, the NHHC routes the package through the cognizant PEO; Deputy Assistant Secretary of the Navy for Ship Programs (DASN Ships); Assistant Secretary of the Navy (Research Development and Acquisition) (ASN(RD&A)); the Director of Navy Staff (DNS); the CNO; and ultimately the SECNAV PAO. Each organization reviews the recommended naming conventions and prepares endorsement memoranda. The package is forwarded to the SECNAV for consideration.

3. Once the naming convention has been established by the SECNAV, subsequent ship naming packages will be initiated upon contract award by the SECNAV PAO, who will generate a tasker for the NHHC to develop a proposed naming package. These recommendations should be based on the naming convention, historical precedence for previous ships, capability, or mission and include supporting rationale. The SECNAV PAO provides the NHHC with ship naming recommendations received from public sources for review and consideration.

4. The NHHC prepares a memorandum that provides ship name options to the SECNAV, which is routed through the DNS and the CNO. The CNO reviews the options for each hull to be named and forwards the package, along with CNO recommendations, to the SECNAV PAO.

5. Upon receipt of the naming recommendation package, the SECNAV PAO coordinates with SECNAV Legal Office to identify and resolve issues associated with all proposed names. Upon

completion of this review, the package is forwarded to the SECNAV for consideration.

6. Upon the SECNAV's selection of a name(s) of new construction ships, the SECNAV PAO prepares a SECNAVNOTE 5030 with input from NHHC for the SECNAV's signature for distribution to the NHHC, the CNO, DNS, Chief of Naval Information (CHINFO), ASN(RD&A), DASN Ships, the ONR Office of Counsel and the cognizant PEO.

7. Upon completion of the 5030 the SECNAV PAO will generate a press release to formally release the name to the public.

8. The NHHC maintains comprehensive ship naming records containing biographical data and ship heritage information associated with the ship's namesake, including information concerning previous ships of the same name.

APPENDIX B
SPONSOR SELECTION AND SUPPORT

1. Upon public notification of the ship naming, the SECNAV PAO initiates the submission of sponsor nominations. If the ship is named for an individual, the SECNAV PAO coordinates with NHHC to research the family lineage and historical background of the namesake. If the ship is not named for an individual, the SECNAV PAO solicits input from CHINFO, Office of Legislative Affairs (OLA), ASN(RD&A), DASN Ships, and the cognizant PEO to identify candidates with an association to the heritage of the namesake (either geographical or cultural) or to the background or mission of the ship.

2. Based upon input received, the SECNAV PAO forwards a sponsor recommendation package to the SECNAV. The SECNAV has full authority to select a sponsor whom he or she feels will best honor the namesake and the ship.

3. Upon the SECNAV's selection of a sponsor, and sponsor acceptance, the SECNAV PAO drafts a letter of appreciation for the SECNAV's signature providing a brief synopsis of the ship's name, why it was chosen, and the ship's ultimate mission, as well as a brief overview of the ceremonial events associated with the life of the ship. The SECNAV PAO notifies the NHHC, CHINFO, OLA, ASN(RD&A), DASN Ships, the cognizant PEO, and Commander, Military Sealift Command (COMSC) (where applicable) of their acceptance and provides sponsor contact information to the PEO and other stakeholders.

4. Upon notification of the sponsor's acceptance, the cognizant PEO will send a letter directly acknowledging her acceptance and establishing the partnership throughout the life of the ship. The letter should introduce the cognizant PEO as the sponsor's primary point of contact throughout the ship construction and delivery process. If a keel laying and/or christening date has been determined, this should be stated in the letter. The PEO will clarify the points of contact associated with the construction of the ship and the execution of the ship's ceremonial milestones, including COMSC (when applicable), the program manager and on-site program manager's representative, the PEO's event coordinators, the SUPSHIP, the shipbuilder, and the precommissioning commanding officer (if selected). At this time, the sponsor is invited to name a maid(s)/matron(s) of

honor to assist her in the execution of her ceremonial duties. Optimally, one maid or matron will be selected per sponsor. A copy of the letter will be forwarded to the SECNAV, CHINFO, ASN(RD&A), OLA, COMSC (where applicable), SUPSHIP, the PCO, the shipbuilder, and the society of sponsors.

5. It is the responsibility of the cognizant PEO to ensure that the sponsor remains fully informed of the ship's progress throughout the construction process.

6. The PEO will contact the sponsor to request biographical data and photographs for the sponsor and the maid(s)/matron(s) of honor. The PEO will forward biographical information to the SECNAV PAO, CHINFO, the SUPSHIP, the shipbuilder, and the PCO in support of future ship ceremonies, press releases, and supporting documentation.

7. The PEO will serve as the primary point of contact for the sponsor and maid(s)/matron(s) in the planning and coordination of ship milestone ceremonies. The shipbuilder will coordinate with the sponsor and maids/matrons of honor, as necessary, to successfully execute each event.

8. Upon notification of the ship's sponsor, the PCO will contact her to establish a relationship with the precommissioning crew. The PCO and crew will serve as the sponsor's guide and escort throughout all ceremonial events. Subsequent commanding officers or COMSC representatives (where applicable) will maintain the relationship with the sponsor and maids/matrons of honor throughout the ship's service life.

9. Once selected, the ships' sponsor maintains that role for the entire commissioned life of the ship. In the event that the sponsor is unable to fulfill her official duties during the christening or commissioning ceremonies, her maid/matron of honor will serve as her proxy during the events. If multiple maids/matrons exist, the sponsor must specify in advance who will represent her in the execution of her duties. If the sponsor steps down from the role or passes away while the ship is in commission, the maid(s)/matron(s) of honor will represent the sponsor in all official sponsorship duties.

10. Some sponsors choose to present a sponsor's gift to a new ship. Such a gift is entirely based upon the initiative of and at

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the expense of the sponsor, although Navy organizations such as NHHC can assist in identifying appropriate gift ideas. Sponsor's gifts must be suitable for storage and display aboard ship, and are to be accepted and accounted for as described in Appendix F paragraph 13.

APPENDIX C
SHIP'S CREST DEVELOPMENT

1. With funding and support from the cognizant PEO, the PCO is responsible for the design, development, and production of the ship's crest. The crest design and production process is time-intensive, and should be initiated by the PCO immediately upon reporting to the PEO on official PCO orders to ensure the highest quality product in time to support, ideally, the ship's keel laying and, at a minimum, the christening.

a. The PCO shall:

(1) Contact the Army's Institute of Heraldry (or other authorized crest designer) to initiate the project and establish production timelines and design parameters;

(2) Collect input from the NHHC, the PEO, the builder, and the SUPSHIP on the namesake history as well as that of previous ships with the same name;

(3) Collaborate with the ship's sponsor on potential crest designs.

b. The cognizant PEO shall:

(1) Ensure that funding is budgeted and set aside for coat of arms development at least 1 year prior to the christening ceremony;

(2) Coordinate with the PCO immediately upon receipt of PCO orders to initiate coat of arms development;

(3) In the event that circumstances prevent the issuance of PCO orders prior to the christening ceremony, the PEO shall begin initial stages of design and development, as outlined in subparagraphs 1a(1) through 1a(3) above.

2. Upon the completion and production of the ship's crest, it is the responsibility of the PCO to forward a copy to the PEO, to NHHC to be retained in the ship's historical records, and to the ONR Office of Counsel for potential trademark licensing.

APPENDIX D
KEEL LAYING CEREMONIES

1. Allowable Costs

a. The SECNAV may authorize the expenditure of government resources to support a first of class keel laying ceremony. Allowable costs of the ceremony are borne as part of the construction costs of the ship. Allowable costs are fully outlined in reference (a), and include music, local transportation to and from the ceremony site, flowers, printed (but not engraved) invitations, programs, modest platform construction/decoration, and a speaker's shelter for inclement weather. In addition, cross organizational funding or Invitational Travel Orders (ITOs), as authorized in reference (b), may be issued to fund the travel expenses of the keel authenticator, speaker, sponsor, maid(s)/matron(s) of honor, supporting elements (such as chaplain, color guard, and Navy Band), or other eligible individuals who perform an official function in connection with the keel laying ceremony. There is no authority to fund the travel expenses of family members, or other guests who play no official role in the ceremony. Once the platform participants arrive at the keel laying location, ground transportation may be authorized to transition them to and from the ceremony and associated official events. The cognizant SUPSHIP is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs, which are funded exclusively by the shipbuilder. No entertainment costs, such as those related to receptions incident to the ceremony, may be charged either directly or indirectly to shipbuilding funds or to any Navy appropriation.

b. Keel Laying ceremonies for follow ships of a class are much smaller in size and scope. ITOs may be issued for the sponsor, namesake representative, or designated keel authenticators who play an official role in the keel laying ceremony.

2. Ceremony Dates. The PEO shall collaborate with the shipbuilder, the SUPSHIP, and COMSC (when appropriate) to identify a date for the keel laying ceremony that best supports the ship construction schedule, and coordinate availability with the ship sponsor, namesake representative, or keel

authenticator. Upon selection of the optimum date, the PEO will notify DASN Ships and the SECNAV PAO.

3. Invitation Listings and RSVP Tracking. As the host activity, the shipbuilder is responsible for the compilation of the master invitation database, and the subsequent generation of invitations and RSVP tracking.

a. The PEO shall:

(1) Develop and maintain government invitation listings, based on input from ASN (RD&A), Commander, Naval Sea Systems Command (COMNAVSEASYSCOM), COMSC (when applicable), OLA, affiliated PEOs, SUPSHIP, and program management offices; consolidate listings and forward them to the shipbuilder no later than three months prior to the ceremony date; and function as coordinator for late submissions;

(2) In the event that the keel authenticator is the ship's sponsor or Navy/DoD dignitary, contact him or her to obtain requested invitation listings and forward to the shipbuilder to generate invitations;

(3) Coordinate crew invitation listings with the local Precommissioning Unit (PCU), when applicable. Collect and consolidate all government listings for forwarding to the shipbuilder;

(4) Work closely with the shipbuilder throughout the process to track RSVPs for Navy/DoD community;

(5) Provide status of DVs to the SECNAV PAO and ASN(RD&A) no later than two weeks prior to the event and update as necessary.

(6) Notify OLA of Congressional participation (or lack thereof) no later than 2 weeks prior to the event and update as necessary;

(7) Submit the names of confirmed DVs to senior Navy leadership;

(8) Serve as the primary point of contact in communicating with DoD and DON DVs (including speakers) attending the keel laying event. To this end, the PEO shall:

(a) Work with SUPSHIP to coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required;

(b) Develop a comprehensive DV information package, including historical data on the ship's namesake; official party biographies; and preliminary schedule information;

(c) Work with the SUPSHIP and the shipbuilder to develop the schedule of events and transportation/logistics plan and promulgate information to members of the official party;

(d) The shipbuilder shall work in conjunction with the PEO and SUPSHIP representatives throughout all ceremony planning and execution activities. Responsibilities include:

1. Provide primary and secondary points of contact for all matters related to the event to be held at the shipyard to the SUPSHIP, PEO, PCU (where applicable), and other personnel, as necessary;

2. Assimilate all invitation listings and generate invitations accordingly;

3. Keep the PEO and SUPSHIP apprised of RSVP status;

4. Submit preliminary attendee listing to SUPSHIP within 3 weeks of the ceremony date, and update as necessary;

5. Develop schedule of events and transportation/logistics plan and forward to SUPSHIP no later than 1 week from the ceremony date.

4. Invitations. Ceremony invitations should be developed in accordance with reference (c) and should include, at a minimum, information concerning date, time, RSVP and uniform of the day. Invitations for follow-on receptions should also include uniform of the day for military and non-military participants. The cost

of invitations for the pre- and post-reception (unofficial events) cannot generally be funded by appropriated funds. The shipbuilder shall submit a draft copy of the invitation to the PEO and SUPSHIP prior to finalization. The shipbuilder is responsible for the dissemination of invitations.

5. Uniform of the Day. Upon the selection of the ceremony date, the cognizant SUPSHIP is responsible for providing the shipbuilder with written notice of the appropriate military attire for the ceremony.

6. Sponsor Coordination. If a sponsor has been named prior to the keel laying ceremony, she should be invited to attend the ceremony and participate as keel authenticator. It is the responsibility of the PEO and SUPSHIP to ensure that she receives all necessary information. At the discretion of the SECNAV, air travel and lodging may be funded through ITOs and coordinated through the SUPSHIP representative. The PEO shall:

a. Immediately upon notification of the keel laying ceremony date, notify the ship's sponsor and maid(s)/matron(s) of honor. This communication should inform them of the date and time of the keel laying ceremony, provide information concerning transportation scheduling and ITO reimbursement processes (if applicable), and provide primary points of contact for ceremony planning and execution.

b. Keep the sponsor and maid(s)/matron(s) of honor advised of any changes to the ship's ceremony date or location.

c. Work with the sponsor and maids/matrons of honor to finalize air travel and lodging plans. Work with the SUPSHIP to provide timely processing of ITOs and assist the sponsor in preparing and submitting travel claim forms for reimbursement.

d. Forward biographical information and photographs of the sponsor and maid(s)/matron(s) of honor to the shipbuilder for inclusion (if required) in the ceremony program.

7. Speakers. With respect to speakers, the goal of a keel laying is to limit the ceremony's length to one hour. For planning purposes, speakers should optimally be limited to four (not including the chaplain). Speakers may include a shipbuilder representative, a Navy representative (ASN(RD&A),

the PEO, or the SUPSHIP), a namesake representative, and the keel authenticator(s). The PEO, the SUPSHIP, and the shipbuilder should collaborate to ensure that the traditions of the ceremony are preserved while balancing the need for specific speakers and the unique local customs and heritage of the shipbuilder.

8. Keel Laying Program – Order of the Day

a. The shipbuilder, PEO, and SUPSHIP are jointly responsible for the design and execution of the keel laying ceremony. It is imperative that the program be kept short (not to exceed 1 hour), concise, and conducted in full accordance with Navy customs and traditions. Guidelines for a keel laying ceremony program are provided in reference (c).

b. The SUPSHIP is responsible for coordinating the participation of the supporting ceremonial elements, including a chaplain, color guard, and Navy Band (significant keel layings only). These elements are key to preserving unique Navy customs and traditions.

c. If a printed keel laying program is produced, the shipbuilder shall provide a copy to the PEO and SUPSHIP for review prior to printing.

9. Platform Seating. Upon identification of speakers and finalization of the program, the shipbuilder, the PEO, and the SUPSHIP shall work together to determine proposed platform seating. This plan should follow official order of precedence, as prescribed in reference (c) or as common sense deems appropriate.

10. Attendance at Shipbuilder Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the shipbuilder to host activities incident to a keel laying ceremony, including a post-ceremony reception. Reference (d), subsection 2-300(b), provides guidelines and restrictions concerning participation of DoD/DON personnel at such shipbuilder-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization.

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

11. Presentation Items and Gifts/Mementos. While in no way required, it is customary for gifts or mementos commemorating the event to be presented by the shipbuilder at activities incident to a significant or first of class keel laying ceremony, including items presented to the keel authenticators, speakers, and/or platform participants. Reference (d), subsection 2-300(b)(2), and reference (e) provides guidelines, restrictions, and procedures concerning the acceptance of gifts/mementos and presentation items. Objects or artwork intended for ultimate display aboard the completed ship should comply with the suitability and accountability guidelines in Appendix F. The PEO, in concert with the SUPSHIP, is responsible for coordinating gift acceptance, for establishing accountability over the donated gifts, and for ultimately transferring accountability for the donated gifts to the PCU. In addition, the PEO shall inform NHHC and the PCU of commemorative objects placed in the ship during construction such as time capsules or mast stepping coins so that those items can be recovered and added to the Navy's collections following decommissioning.

12. Public Affairs/Media Coordination. The keel laying ceremony represents a unique media and public affairs opportunity, and every effort should be made to positively and accurately highlight the time-honored tradition. While the shipbuilder has ultimate responsibility for coordinating media activities associated with the keel laying ceremony, active involvement by Navy media and public affairs organizations is essential to the overarching success of the event.

a. No later than two weeks prior to the ceremony date, the PEO proposes to CHINFO a draft pre-ceremony press release (or Blue Topper) and forwards it to ASN(RD&A) PAO and SECNAV PAO for coordination. Following this coordination, CHINFO will forward

the product to Office of Secretary of Defense (OSD) Public Affairs for release. This product is generally released the week of the significant or first of class keel laying.

b. The SUPSHIP shall collaborate with the shipbuilder and the PEO to develop an overarching media plan that includes a Navy media focus. This plan will be distributed to CHINFO and all Navy stakeholders approximately two weeks in advance of the ceremony date.

c. The shipbuilder shall:

(1) Work in conjunction with the PEO and SUPSHIP representatives to coordinate all media activities associated with the keel laying ceremony, including arranging equipment logistics and access requirements for Navy, local, and public press entities;

(2) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated with principals.

13. Historical Records. At the conclusion of the keel laying ceremony, the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed per reference (f).

APPENDIX E
CHRISTENING CEREMONIES

1. Allowable costs. As with significant keel laying ceremonies, allowable costs for christening ceremonies are part of the construction costs of the ship. Allowable costs are fully outlined in reference (a), and include music, local transportation to and from the ceremony site, flowers, printed (but not engraved) invitations, programs, platform construction/decoration, a speaker's shelter for inclement weather, and one bottle of christening US-produced sparkling wine. In addition, cross organizational funding or ITOs as authorized in reference (b) may be issued to fund the travel expenses of the speaker, sponsor, maid(s)/matron(s) of honor, namesake representatives, supporting elements (such as chaplain, color guard, and Navy Band), or other eligible individuals who perform an official function in connection with the christening ceremony. There is no authority to fund the travel expenses of family members or other guests who play no official role in the christening ceremony. Once the platform participants arrive at the christening location, ground transportation may be authorized to transition them to and from the ceremony and associated official events. The cognizant SUPSHIP is responsible for ensuring that all costs are controlled and fully distinguishable from non-allowable costs. No entertainment costs, such as those associated with receptions incident to the ceremony, may be charged either directly or indirectly to shipbuilding funds or to any Navy appropriation.

2. Ceremony Dates. The cognizant PEO shall collaborate with the shipbuilder, the SUPSHIP, COMSC (when appropriate), and the PCO to identify potential christening date(s) that best support the ship construction schedule, and coordinate availability with the PCO and the sponsor. Upon identification of an optimum date, the PEO will contact DASN Ships and the ASN(RD&A) PAO for concurrence. The ASN(RD&A) PAO will draft a memorandum with the christening date for ASN(RD&A) approval and notification to SECNAV. Copies of the signed memorandum will be provided to the PEO. The PEO will then notify the CNO, the shipbuilder, OLA, CHINFO, the SUPSHIP, the PCO, and the Society of Sponsors of the approved date. Under no circumstances may this date be changed without the written approval of the PEO and subsequent concurrence by senior Navy leadership.

3. Invitation Listings and RSVP Tracking

a. The PEO shall:

(1) Develop and maintain government invitation listings, based on input from ASN (RD&A), COMNAVSEASYSCOM, COMSC (when applicable), OLA, affiliated PEOs, the cognizant SUPSHIP, and program management offices; consolidate listings and forward to the shipbuilder no later than three months prior to the ceremony date; and function as coordinator for late submissions;

(2) Contact the sponsor to obtain invitation listings and forward to the shipbuilder for processing;

(3) Coordinate crew invitation listings with the local PCU, when applicable. Collect and consolidate all government listings for forwarding to the shipbuilder;

(4) Coordinate with the SUPSHIP and the shipbuilder to identify and support invitation requirements of special groups associated with the ship's namesake or heritage (e.g., Medal of Honor recipients, veteran's groups, ships associations, etc.);

(5) Work closely with the SUPSHIP and the shipbuilder throughout the process to track RSVPs for Navy/DoD community;

(6) Provide status of DVs to the SECNAV PAO and ASN(RD&A) no later than two weeks prior to the event and update as necessary. Notify OLA of Congressional participation (or lack thereof) no later than two weeks prior to the event and update as necessary;

(7) Serve as the primary point of contact, in concert with the SUPSHIP, in communicating with DoD and DON DVs (including speakers) attending the christening event. To this end, the PEO shall:

(a) Work with the SUPSHIP to coordinate travel itineraries and develop and execute detailed transportation plans for each DV as required;

(b) Develop a comprehensive DV information package, including historical data on the ship's namesake; official party biographies; and preliminary schedule information;

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(c) Work with the SUPSHIP and the shipbuilder to develop the schedule of events and transportation/logistics plan and promulgate information to members of the official party;

(d) Work with the SUPSHIP and the shipbuilder to ensure that the PCO and senior ship officers are fully apprised of the christening ceremony plan.

b. The shipbuilder shall:

(1) Work in conjunction with the PEO and SUPSHIP representatives throughout all ceremony planning and execution activities;

(2) Provide primary and secondary points of contact for all matters related to the event to the SUPSHIP, PEO, PCU (where applicable), and other personnel as necessary;

(3) Assimilate all invitation listings and generate invitations accordingly;

(4) Keep the PEO and SUPSHIP apprised of RSVP status;

(5) Submit preliminary attendee listing to PEO and SUPSHIP within three weeks of the ceremony date, and update as necessary;

(6) Develop schedule of events and transportation/logistics plan and forward to the PEO and SUPSHIP no later than one week prior to the ceremony date.

4. Invitations. Ceremony invitations should be developed in accordance with reference (c) and should include, at a minimum, information concerning date, time, RSVP and uniform of the day. Invitations for pre- and post-ceremony dinner and receptions should also include uniform of the day for military and non-military participants. The cost of invitations for the pre- and post-reception (unofficial events) cannot generally be funded by appropriated funds. The shipbuilder shall submit a draft copy of the invitation to the PEO and the SUPSHIP prior to finalization or printing. The shipbuilder is responsible for the mailing and dissemination of invitations.

5. Uniform of the Day

a. Upon the selection of the ceremony date, the cognizant SUPSHIP is responsible for providing the shipbuilder with written notice of the appropriate military attire for the ceremony. Unless otherwise indicated by the SECNAV, the uniform of the day for all christening ceremonies should be as follows:

(1) Military participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals;

(2) Civilian participants - business attire;

(3) Military guests - service dress blue/summer white (depending upon the season), or service equivalent;

(4) Civilian guests - business attire.

b. More detailed description of military uniforms is provided in reference (g).

6. Sponsor Coordination. The participation of sponsors and maid(s)/matron(s) of honor in the christening ceremony requires extensive communication and coordination with the PEO, SUPSHIP, and shipbuilder representatives. It is the responsibility of the PEO to ensure that the sponsor receives all necessary information. Air travel and lodging are funded through ITOs and coordinated through the SUPSHIP representative. The PEO shall:

a. Immediately, upon notification of the christening ceremony date, contact the ship's sponsor and maid(s)/matron(s) of honor. This communication should notify them of the date and time of the ceremony, provide information concerning transportation scheduling and ITO reimbursement processes, and provide primary points of contact for ceremony planning and execution;

b. Keep the sponsor and maid(s)/matron(s) of honor advised of any changes to the ship's ceremony date or location;

c. Work with the sponsor and maid(s)/matron(s) of honor to finalize air travel and lodging plans. Work with the SUPSHIP to

provide timely processing of ITOs and assist the sponsor in preparing and submitting travel claim forms for reimbursement;

d. Forward biographical information and photographs of the sponsor and maid(s)/matron(s) of honor to the shipbuilder for inclusion (if required) in the ceremony program.

7. Speakers. With respect to speakers, the goal of a ship christening is to limit the ceremony's length to one hour. For planning purposes, speakers for christening ceremonies for USS ships should optimally be limited to no more than six (not including the chaplain). Speakers include a shipbuilder representative; an acquisition executive or designated representative (ASN(RD&A), the PEO, or the SUPSHIP); congressional representative; CNO or designated representative; SECNAV or designated representative; and the principal speaker. If she wishes, the sponsor may also deliver brief remarks. Speakers for USNS ships should optimally be limited to seven, to include a COMSC representative. The SECNAV has final approval for principal speakers for ship christenings. The PEO, SUPSHIP, and the shipbuilder should collaborate to ensure that the traditions of the ceremony are preserved while balancing the need for specific speakers and the unique local customs and heritage of the shipbuilder. The order of the speakers should be aligned such that SECNAV (or designated representative) should introduce the principal speaker. The goal is to limit the ceremony to one hour in length.

a. The cognizant PEO shall collaborate with the shipbuilder, SUPSHIP, COMSC (when appropriate), and the PCO to identify potential principal speakers for the event, and submit nominations to the SECNAV, via the SECNAV PAO, for consideration no later than three months prior to the event. The SECNAV PAO may solicit additional input from the NHHC and the ship's sponsor, and will forward recommendations to the SECNAV for consideration. Speakers are invited by the SECNAV and are not to be advised that they have been nominated.

b. Upon notification of acceptance of SECNAV's speaker invitation, the SECNAV PAO will prepare a formal letter of appreciation for the SECNAV's signature and coordinate with the office of the invitee to ensure receipt of invitation. The

SECNAV PAO will notify the NHHC, OLA (if applicable), the cognizant PEO, COMSC, SUPSHIP, and the PCO of speaker confirmation.

c. When notified that a proposed principal speaker has accepted, the PEO shall:

(1) Contact the speaker's office and render all assistance and information requested. Keep the speaker apprised of any changes that will affect his or her participation in the ceremony;

(2) Determine the speakers' transportation and lodging requirements. The following applies:

(a) If the speaker is a military or government official, he or she may not receive shipbuilder funded lodging or transportation (other than ground transportation to and from the ceremony site to facilitate flow of ceremony execution);

(b) If the speaker is a government official outside of the DoD (e.g., White House staff, cabinet member, or with another executive department), ITOs will be requested;

(c) If the speaker is an active duty flag officer, his or her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses;

(d) If the speaker is a Member of Congress, his or her staff will arrange the member's own transportation or coordinate travel requirements with OLA or FMBE for military transportation.

(e) If the speaker is a civilian, an ITO may be requested.

8. Christening Program - Order of the Day

a. The shipbuilder, the PEO, and the SUPSHIP are jointly responsible for the design and execution of the christening ceremony. It is imperative that the program be concise (not to exceed one hour in length) and conducted in full accordance with Navy customs and traditions. Guidelines for a christening ceremony sequence of events are provided in reference (c).

b. The SUPSHIP is responsible for coordinating the participation of the supporting ceremonial elements, including a chaplain, color guard, and Navy Band. These elements are key to preserving unique Navy customs and traditions.

c. It is the responsibility of the shipbuilder to design, develop, and produce the printed ceremony program. The shipbuilder shall provide a copy to the PEO and SUPSHIP for review prior to printing.

9. Platform Seating. Upon identification of speakers and finalization of the program, the shipbuilder, PEO, and SUPSHIP shall work together to determine proposed platform seating. This plan should follow official order of precedence, as prescribed in reference (c) or as common sense deems appropriate.

10. Attendance at Shipbuilder Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the shipbuilder to host activities incident to the christening ceremony, including a sponsor's dinner and a post-ceremony reception. Reference (d), subsection 2-300(b), provides guidelines and restrictions concerning participation of DoD/DON personnel at these shipbuilder-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization;

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

11. Presentation Items and Gifts/Mementos. It is customary for a wide range of presentation items, gifts or mementos to be presented at activities incident to the christening ceremony. These gifts may include letters of congratulations to the sponsor from the SECNAV and the CNO, the christening bottle presented to the sponsor from the shipbuilder, and mementos

presented to the speakers and/or platform participants. The following applies:

a. The SECNAV Sponsor Letter of Congratulations. No later than 30 days prior to the christening ceremony, the SECNAV PAO shall draft a letter of congratulations for the ship's sponsor to be signed by the SECNAV. Upon return of the signed letter, the SECNAV PAO shall forward it to the cognizant PEO or SUPSHIP to ensure that it is presented at the appropriate time during scheduled activities.

b. CNO Sponsor Letter of Congratulations. No later than 60 days prior to the christening ceremony, PEO shall submit a draft letter of congratulations for the ship's sponsor to be signed by the CNO. Upon return of the signed letter, the CNO's office shall forward it to the cognizant PEO to ensure that it is presented at the appropriate time during scheduled activities.

c. Speaker/Platform Participants Gifts/Mementos. Reference (d), subsection 2-300(b)(2), and reference (e) provides guidelines, restrictions, and procedures concerning the acceptance of gifts/mementos and presentation items.

d. Objects/Art Intended for Ultimate Display Aboard the Completed Ship. Objects or artwork intended for ultimate display aboard the completed ship should comply with the suitability and accountability guidelines in Appendix F below. The PEO, in concert with the SUPSHIP, is responsible for coordinating gift acceptance with NAVSEA, for establishing accountability over the donated gifts, and for ultimately transferring accountability for the donated gifts to the PCU.

12. Public Affairs/Media Coordination. The christening ceremony represents a unique media and public relations opportunity and every effort should be made to positively and accurately highlight the time-honored traditions of the ceremony, honor the sponsor and the namesake's heritage, depict the ship's capabilities and the crew's future contributions to our national defense strategy, and foster support and understanding for the Navy's mission and the honor and commitment of our armed services. While the shipbuilder has ultimate responsibility for coordinating media activities associated with the christening ceremony, active pre- and post-christening involvement by Navy media and public affairs

organizations is essential to the overarching success of the event.

a. No later than two weeks prior to the ceremony date, CHINFO shall draft a pre-ceremony press release (or Blue Topper) and forward it to ASN(RD&A) PAO for coordination and technical content review with the cognizant PEO and COMNAVSEASYS COM Public Affairs. Once reviewed by the cognizant PEO and COMNAVSEASYS COM Public Affairs, the press release will be returned to CHINFO via ASN(RD&A) PAO for further coordination, as required. CHINFO will forward the product to OSD Public Affairs for release. This product is generally released the week of the christening.

b. The SUPSHIP shall collaborate with the shipbuilder and the PEO to develop an overarching media plan that includes a Navy media focus. This plan will be distributed to CHINFO and all Navy stakeholders approximately two weeks in advance of the ceremony date.

c. The shipbuilder shall:

(1) Coordinate all media activities associated with the christening ceremony and pre- and post-ceremony events, including arranging equipment logistics and access requirements for Navy, local, and public press entities.

(2) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated.

13. Historical Records. At the conclusion of the christening ceremony, the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed, per reference (f).

APPENDIX F
COMMISSIONING CEREMONIES

1. Allowable costs. Allowable costs of commissioning ceremonies are funded using funds appropriated for the construction of the ship. Outlined in reference (a), they include music; local transportation of all guests to and from the ceremony site; flowers; printed (but not engraved) invitations; printed programs; and the cost of work and services necessary to commission the ship, such as assembly and disassembly of the speakers' platform, seating arrangements, the public address system and related items. Bottled water may be purchased for a ship commissioning ceremony, using funds appropriated for the construction of the ship, when it is determined to be a necessary expense due to health and safety concerns. In addition, cross organizational funding or ITOs, as authorized in reference (b), may be issued to fund the air travel and lodging expenses of speakers, the sponsor, maid(s)/matron(s) of honor, namesake representatives, long glass presenter, supporting elements (such as chaplain, color guard, saluting battery, and Navy Band), and other eligible platform participants who perform an official function in connection with the commissioning ceremony. There is no authority to fund the travel expenses for family members or other guests who play no official function in the ceremony. Once the individual official party members have arrived, ground transportation is authorized to and from the special events and the commissioning ceremony for members of the official party. This is to facilitate getting all platform guests to the designated event on time. The cognizant PEO and cognizant SUPSHIP are responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs. The PEO shall ensure that funding for allowable commissioning costs are budgeted for and set aside at the cognizant SUPSHIP at least one year in advance of the ceremony. No entertainment expenses or costs for receptions and social functions incident to the commissioning ceremony may be charged either directly or indirectly to any Navy appropriations.

2. Commissioning Site and Date

a. The SECNAV has sole authority to approve the site and date of the commissioning of a U.S. Navy ship. To ensure adequate time is provided for planning at the commissioning

sites, approximately 12 months before the projected commissioning date, the PEO will submit the recommended site to DASN Ships to be formally routed to the SECNAV for approval. This lead time is to facilitate the commissioning community in their planning and development of community support. Any organizations dedicated to the ship's commissioning, for example, "commissioning committees," shall obtain the proper permissions to use the ship's name/crest and any purchase of products bearing the ship's name/crest shall be from official Navy licensees pursuant to reference (h). The site selection should take into consideration the PCO recommendations, community support, logistic feasibility and recruiting potential for the Navy and Marine Corps. The PCO will submit the recommended site selections to the PEO via SUPSHIP and the program manager to support the above time line. In the event the PCO has not been named, the PEO will coordinate the selected site and forward it to DASN ships for presentation to the SECNAV for approval.

b. Once the site has been approved, the PCO will coordinate with the TYCOM, the PEO, the SUPSHIP, the shipbuilder, the sponsor, and the local community to establish a projected ceremony date that best supports the ship's completion and crew certification schedule. The PCO will send a proposed date letter to the PEO, recommending an optimum commissioning date. The PEO will forward the recommendation to DASN Ships to be formally routed to the SECNAV for approval, with copies sent to the CNO, CMC (for amphibious ships), the appropriate resource sponsor, CHINFO, the appropriate fleet commander, the TYCOM and the Immediate Superior in Command (ISIC). Ideally, the commissioning date should be established at the same time the commissioning site is identified at approximately one year in advance. In the event this does not happen, then the commissioning date should be established as soon as feasible to give the commissioning community as much time as possible to facilitate blocking of rooms and entering into contracts to support the events.

c. Upon the SECNAV's approval of both the proposed site and date, the SECNAV PAO shall notify the cognizant PEO who will notify the CNO, CMC (for amphibious ships), the Society of Sponsors, the appropriate OPNAV resource sponsor, fleet commander, TYCOM, the ISIC, the PCO, and the SUPSHIP. The TYCOM

shall in turn notify the sponsor, maid(s)/matron(s) of honor, and the commissioning community of the final site and date.

3. Coordination with the Commissioning Community. The PCO will serve as the SECNAV's primary liaison with the designated commissioning community throughout all planning and preparation activities. Key to the success of the commissioning ceremony is a strong, productive, and collaborative relationship between the PCO, PEO representatives, and the commissioning community.

4. Printed Invitations. With the support of the PEO, the PCO is responsible for the development and production of invitations for the commissioning ceremony. Ceremony invitations should be designed in accordance with reference (c) and should include, at a minimum, information concerning date, time, place, RSVP, and uniform of the day. The cost of invitations for the pre- and post-reception (unofficial events) cannot generally be funded by appropriated funds. Invitations for pre- and post-ceremony receptions should also include uniform of the day for military and non-military guests. The PCO should submit invitations to the Defense Logistics Agency (DLA) for printing via the cognizant SUPSHIP.

5. Uniform of the Day

a. Unless otherwise indicated by the SECNAV, the uniform of the day for all commissioning ceremonies is as follows:

(1) Military platform participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals;

(2) Ship's Crew and Supporting Elements - full dress blue/full dress white (depending on the season);

(3) Civilian participants - business attire;

(4) Military guests - service dress blue/summer whites (depending upon the season), or service equivalent;

(5) Civilian guests - business attire.

b. The desired prescribed uniform for military guests at commissioning community hosted pre- or post-ceremony receptions

shall be service dress blue/summer white or equivalent (depending upon the season), or service equivalent. A more detailed description of military uniforms is provided in reference (d).

6. Invitation Listings and RSVP Tracking

a. With the support of the PEO, the PCO shall develop and maintain an invitational database to manage invitation listings and track RSVP status. To support this endeavor, the PEO shall compile invitation listings based on input from ASN (RD&A), COMNAVSEASYS COM, OLA, affiliated PEOs and program offices, SUPSHIP, and the ship sponsor and serve as the coordinator for late submissions. These listings will be submitted no later than 3 months prior to the ceremony date. The PCO will also collect input from the shipbuilder, the crew, the commissioning community, associations from previous ships of the same name, and others as deemed appropriate by the PCO.

b. The PEO will track DV attendance status and will keep CHINFO or the SECNAV PAO and OLA fully informed of DV and Congressional participation (or lack thereof).

7. Sponsor Coordination

a. It is the responsibility of the PCO, with the assistance of the PEO, to establish and maintain communications with the sponsor and maid(s)/matron(s) of honor and ensure that they are engaged and fully aware of all activities associated with the commissioning of the ship. Immediately upon notification of commissioning ceremony date, the PCO or designated representative shall contact the ship's sponsor and maid(s)/matron(s) of honor to notify them of the date and time of the commissioning ceremony and provide information concerning transportation scheduling and ITO reimbursement processes.

b. The PCO or designated representative shall keep the sponsor and maid(s)/matron(s) of honor advised, after coordination with the PEO, of any changes to the ship's ceremony program, date, or location. He or she shall work with the sponsor and maid(s)/matron(s) of honor to finalize air travel and lodging plans.

c. The SUPSHIP shall assist the PCO in the preparation and liquidation of ITOs.

8. Speakers. The SECNAV has sole authority to approve and invite principal speakers for commissioning ceremonies. The PCO shall collaborate with the cognizant PEO, the SUPSHIP, and the shipbuilder to identify potential principal speakers for the event. No later than three months prior to the ceremony, he or she shall submit recommendations for three principal speakers to the PEO, via SUPSHIP and the ship program manager. The PEO shall forward this recommendation to the SECNAV PAO for the SECNAV's approval. The SECNAV PAO may solicit additional input from OLA and NHHC, and will forward recommendations to the SECNAV for consideration. Speakers are invited by the SECNAV and are not to be advised that they have been nominated.

a. Upon notification of informal acceptance of the SECNAV's speaker invitation, the SECNAV PAO will prepare a formal letter of appreciation for the SECNAV's signature and coordinate with the office of the invitee to ensure receipt of invitation. The SECNAV PAO will notify the NHHC, OLA or FMBE (if applicable), the cognizant PEO, SUPSHIP, and the PCO of speaker confirmation.

b. For planning purposes, speakers for commissioning ceremonies should optimally be limited to seven (not including the chaplain), to include the shipbuilder, the fleet commander/TYCOM or designated representative), congressional representative, the CNO or designated representative, the SECNAV or designated representative, the principal speaker, and the PCO. The PEO and the PCO shall collaborate to ensure that the traditions and customs of the ceremony are preserved while balancing the requirement for specific speakers. The order of the speakers should be aligned such that SECNAV (or designated representative) should introduce the principal speaker. The goal is to limit the ceremony to 1 hour in length.

c. When notified that a speaker has accepted, the PEO or designated representative shall:

(1) Contact the speaker's office and render all assistance and information requested. Keep the speaker apprised of any changes that will affect his or her participation in the ceremony.

(2) Determine the speakers' transportation and lodging requirements. The following applies:

(a) If the speaker is a government official outside of the DoD (e.g., White House staff, cabinet member, or with another executive department), ITOs will be requested;

(b) If the speaker is an active duty flag officer, his or her office arranges and funds the travel to and from the ceremony and reimburses the speaker for lodging expenses;

(c) If the speaker is a Member of Congress, his or her staff will arrange the member's own transportation or coordinate travel requirements with OLA for military transportation;

(d) If the speaker is a civilian, an ITO may be requested.

9. Printed Program. With the assistance of the PEO, the PCO is responsible for the design, development, and production of the official commissioning program. To best control costs, the program should be limited to 30 pages in length. To support this task, the PCO or designated representative shall:

a. Coordinate with the DLA agent to ensure the timely and efficient production of ceremony booklets;

b. Collect congratulatory letters and photographs from senior Navy leadership for inclusion in the brochure, to include, at a minimum: the President, Secretary of Defense, SECNAV, CNO, Master Chief Petty Officer of the Navy, ASN(RD&A), fleet commander, TYCOM, PEO, SUPSHIP, and the shipbuilder;

c. Coordinate with the PEO to collect biographies and photographs from the sponsors and maid(s)/matron(s) of honor;

d. Coordinate with the SUPSHIP and the shipbuilder to collect photographs from throughout the building process.

10. Commissioning Ceremony -- Order of the Day. The PCO, working in concert with the PEO, is responsible for the design and execution of the commissioning ceremony. It is imperative that the ceremony be kept short (not to exceed one hour in

duration), concise, and in full accordance with Navy customs and traditions. Guidelines for a traditional Navy commissioning program are provided in reference (c). Commissioning roles are outlined below.

a. Placing the Ship in Commission. Unless otherwise directed, the SECNAV or senior Navy official in the official party will place the ship in commission for the President. In the event that the Secretary of Defense or Deputy Secretary of Defense is present, he or she shall assume this role.

b. Assumption of Command. The PCO shall report assumption of command to the senior Naval Officer in the official party.

c. Reporting for Duty. The PCO shall report for duty to his or her Squadron Commander, or Immediate Superior in Command (ISIC).

d. Presentation of the Long Glass. The PCO shall identify a special guest to assist the crew in setting the first watch by passing a traditional long glass to the first Officer of the Watch during the commissioning ceremony. Selected by the PCO, this individual may be a former crewmember of a previous ship to the bear the name, or have a special connection to the ship's namesake. The long glass presenter is a member of the official party, and ITOs may be issued to support his or her participation.

e. Introduction of Principal Speaker. The principal speaker shall be introduced by the SECNAV or the senior Navy official in the official party. All other speakers shall be introduced by the Executive Officer, who shall serve as the Master of Ceremonies.

11. Platform Seating. Upon identification of the principal speaker by the SECNAV, the PCO shall finalize the platform guest list and develop the proposed platform seating plan. This plan should follow official order of precedence, as prescribed in reference (c) or as common sense deems appropriate. The cognizant PEO shall review and approve the projected platform seating plan.

12. Attendance at Commissioning Community Sponsored Pre- and Post-Ceremony Activities

a. While not required, it is traditional for the commissioning community to host activities incident to the commissioning ceremony, including a pre-ceremony reception in honor of the commanding officer and a post-ceremony reception. Reference (d), subsection 2-300(b), provides guidelines and restrictions concerning participation of DoD/DON personnel at these commissioning community-sponsored venues. As outlined therein, attendance by DoD/DON personnel is authorized in accordance with the following conditions:

(1) Attendance is official and approved in advance by the head of the component command or organization;

(2) The function and related benefits are not lavish, excessive, or extravagant.

b. It is the responsibility of the component command or organization to approve attendance by DoD/DON employees in accordance with the above conditions.

13. Presentation Items and Gifts/Mementos

a. While in no way required, it is customary for a wide range of presentation items, gifts, or mementos to be presented to the PCO at activities incident to the commissioning ceremony. Reference (d), subsection 2-300(b)(2), and reference (e) provide guidelines, restrictions, and procedures for the acceptance of gifts/mementos and presentation items. Objects or artwork intended for retention and display aboard the ship during its lifetime and for permanent retention in the Navy's collections thereafter impose on the ship's crew significant responsibilities for accountability and stewardship, both out of respect and gratitude to the donor, and out of consideration for future generations of Sailors and citizens. As the organization with ultimate permanent responsibility for such objects and artwork, NHHC has the final decision of what items will be retained permanently by the Navy. The following guidelines apply:

(1) Suitability of proposed donations. Not all donated objects or artwork are appropriate for retention and display aboard a warship. Proposed gifts that have high market value,

are old or fragile, or have high sentimental value to a namesake's family could require unacceptably high security or environmental control measures to protect them throughout the life of the ship, if accepted. These considerations are amplified by the inherent risks of naval operations, particularly in combat. Such gifts should either be declined or referred to NHHC for acceptance and potential display ashore.

(2) Loans. Loans of objects or artwork to ships by sponsors, family members or other non-official sources are prohibited. Such loans place the Navy and subsequent crews under an especially strong obligation of accountability and stewardship to the lender for the life of the ship, and may become particularly complicated if the Navy must adjudicate loan return rights among heirs of the lender following decommissioning. Loans of objects or artwork from official sources such as NHHC are at the discretion of and on the terms of the lending institution.

(3) Accountability. Newly commissioned ships shall include an inventory of donated objects and artwork that have been accepted for display aboard the ship in their first Command Operations Report. Such items will be inventoried on receipt and accounted for in accordance with reference (i).

(4) Stewardship. Objects and artwork that have been accepted for display aboard ship and permanent retention after decommissioning must be mounted and displayed in ways that will enhance their preservation, protect them from the ordinary incidents and accidents of shipboard life, and reduce their damage control liability in case of emergencies. PCOs should consult with SUPSHIP and NHHC to develop mounting and display methods that enhance stewardship.

(5) Disposition. Once a donated object or artwork has been accepted and placed under accountability in accordance with reference (i), it cannot be disposed of by the ship except in an emergency. If a ship wishes to be relieved of responsibility for such an item, it shall contact NHHC for instructions. Report damaged or destroyed items to NHHC to ensure that Navy records remain accurate.

b. Generally, the privately-funded Commissioning Committee, in conjunction with the TYCOM, provides a gift to recognize the

sponsor of the ship. The gift should be presented, when practicable, during an event related to the commissioning when most gifts are presented (e.g., at a reception hosted by the commissioning community, an event hosted by the PCO, or if necessary at the ceremony itself). Guidance on gifts to the sponsor of the ship not funded by the Commissioning Committee shall be in accordance with reference (a). Sponsors, solely as the SECNAV selected person to hold such a position as sponsor of a ship, shall be accorded the recognition as derived from the presentation of a gift from the respective TYCOM.

c. The selection of Honorary Plank Owners is a decision of the PCO and is based on the PCO's criteria for selecting those personnel who are not on the active crew member list of the ship on the day the ship is commissioned. Former crew members are generally and wholly provided the recognition of Plank Owner, but in exceptional and rare circumstances may be omitted by the PCO. Non-Crew members that are selected by the PCO are generally and narrowly selected based on meeting the PCO's high level of scrutiny for contributions similar to those of an actual crew member in good standing. All Plank Owners, as selected by the PCO, are accorded the same PEO funded recognition (e.g. Plank Owner certificates and wallet cards).

14. Public Affairs/Media Coordination. The commissioning ceremony represents a unique media and public affairs opportunity and every effort should be made to positively and accurately highlight the time-honored traditions of the ceremony, honor the ship's namesake, depict the ship's capabilities and the crew's future contributions to our national defense strategy, and foster support and understanding for the Navy's mission and the honor and commitment of our armed services. The cognizant TYCOM PAO, working in conjunction with the PCO and the PEO, is responsible for the planning, execution, and funding of all public affairs and media activities associated with a ship commissioning.

a. The TYCOM PAO shall:

(1) Work with the PCO and the PEO to develop a Navy media plan and distribute to the host site and all Navy stakeholders.

(2) Coordinate all media activities associated with the commissioning ceremony and pre- and post-ceremony events, including arranging equipment logistics and access requirements for Navy, local and public press entities.

(3) Coordinate media availability for interested platform participants immediately following the ceremony, ensuring proper media controls are in place and coordinated with principals.

b. No later than two weeks prior to the ceremony date, CHINFO shall draft a pre-ceremony press release (or Blue Topper) and forward it to ASN(RD&A) PAO for coordination and technical content review with the cognizant PEO and COMNAVSEASYS COM Public Affairs. Once reviewed by the cognizant PEO and COMNAVSEASYS COM Public Affairs, the press release will be returned to CHINFO, via ASN(RD&A) PAO, for further coordination, as required. CHINFO will forward the product to OSD Public Affairs for release. This product is generally released the week of the commissioning.

15. Community Relations and Recruiting. The commissioning ceremony is a unique public relations opportunity. During ceremony planning and preparations, every opportunity should be taken to build community relations and foster support and understanding for the Navy's mission, goals and objectives. Planners should work closely with the Navy's Office of Community Outreach and the Naval Recruiting Command to ensure maximum community awareness of the Navy and the ship's commissioning.

16. Security

a. Commissioning ceremonies may either be conducted at regional military bases and facilities or at private sector waterfront piers. It is the responsibility of the PCO to ensure that security issues are taken into consideration when assessing and evaluating candidate sites to host a commissioning ceremony. Prior to selection, the PCO must verify that the proposed host site has the capacity and the capability to fulfill all security requirements necessary to safeguard the security of the DVs, guests, and the ship itself.

b. The cognizant TYCOM, working in concert with the PCO, the PEO, and the host community, is responsible for the

planning, execution, and funding of all activities associated with physical and personnel security for a commissioning ceremony. Every effort must be made to ensure that the force protection plan is developed in coordination with ceremony planning personnel and supports both force protection and ceremony execution mission objectives.

17. Historical Records. At the conclusion of the commissioning ceremony, the PCO and the cognizant PEO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed, per reference (f).

18. Additional Guidance. The above guidance is not intended to be all inclusive. All concerned in the planning and execution of the ceremony and associated events should keep in mind that the commissioning ceremony is a traditional event in the life of the ship. The ceremony and surrounding events should all focus on this tradition as well as support for the crew and its future mission.

APPENDIX G
DECOMMISSIONING CEREMONIES

1. Allowable costs. Costs of decommissioning ceremonies are borne by the fleet TYCOMs and are funded by the same funds made available for the operation and maintenance of the ship involved. Allowable costs are the same as those of a commissioning ceremony. Outlined in reference (a), they include music; local transportation to and from the ceremony site; flowers; printed (but not engraved) invitations; printed programs; and the cost of work and services necessary to decommission the ship, such as assembly and disassembly of the speakers' platform, seating arrangements, the public address system and related items. In addition, ITOs may be issued, as authorized in reference (b), to fund the air travel and lodging expenses of speakers, the sponsor, maid(s)/matron(s) of honor, and other eligible individuals who perform an official function in connection with the decommissioning ceremony. There is no authority to fund the travel expenses of family members or other guests who play no official role in the ceremony. The cognizant TYCOM is responsible for ensuring that these costs are controlled and fully distinguishable from non-allowable costs. The cognizant TYCOM shall ensure that funding for allowable decommissioning costs is budgeted for and set aside at least one year in advance of the ceremony. No entertainment costs, such as those associated with receptions incident to the ceremony, may be charged either directly or indirectly to operation and maintenance funds or to any Navy appropriation. Should the decommissioning ceremony warrant funds beyond what is available from the TYCOM, a request may be made for official representation funds from DNS.

2. Involvement of Sponsor or Maids/Matron(s) of Honor. It is the responsibility of the DCO to ensure that the ship's sponsor and maid(s)/matron(s) of honor are engaged and fully aware of all activities associated with the decommissioning of the ship. Immediately upon notification of the decommissioning ceremony date, the DCO, or designated representative, shall contact the ship's sponsor and maid(s)/matron(s) of honor to notify them of the date, time, and place of the decommissioning ceremony and explore potential participation in the event. The NHHC can assist in providing historical data on the ship's sponsor and maid(s)/matron(s) of honor.

3. Printed Invitations. The DCO is responsible for the development and production of invitations for the decommissioning ceremony. Ceremony invitations should be designed in accordance with reference (c) and should include, at a minimum, information concerning date, time, place, RSVP, and uniform of the day. The DCO shall order invitation stock and coordinate printing activities with DLA. The cost of invitations for the pre- and post-reception (unofficial events) cannot generally be funded by appropriated funds.

4. Uniform of the Day

a. Unless otherwise indicated by the SECNAV, the uniform of the day for all decommissioning ceremonies should be as follows:

(1) Military participants - full dress blue/full dress white (depending upon the season), or service equivalent, with gloves, swords, and large medals;

(2) Civilian participants - business attire;

(3) Military guests - service dress blue/summer whites (depending upon the season), or service equivalent;

(4) Civilian guests - business attire.

b. A more detailed description of military uniforms is provided in reference (h).

5. Speakers. The DCO is responsible for identifying and inviting a principal speaker, if desired.

6. Printed Program. The DCO is responsible for the design, development, and production of the official decommissioning program. To support this task, the DCO, or designated representative, shall coordinate with DLA to ensure the timely and efficient production of the ceremony program.

7. Decommissioning Ceremony -- Order of the Day. The DCO is responsible for the design and execution of the decommissioning ceremony. It is imperative that the ceremony be kept short (not to exceed 1 hour in duration), concise, and in full accordance with Navy customs and traditions. Guidelines for a traditional Navy decommissioning program are provided in reference (c).

8. Platform Seating. Upon finalization of the program, the DCO shall develop the proposed platform seating plan. This plan should follow official order of precedence, as prescribed in reference (c) or as common sense deems appropriate. The sponsor is typically treated as the second most senior participant. Reference (k) authorizes the SECNAV to give the sponsor "the name plate or any small article of negligible or sentimental value" from the sponsored vessel. The sponsor's original gift to the ship is usually inappropriate for this purpose due to its financial value and to the historical value it has accrued during its association with the ship. The DCO shall coordinate any such gift that is to be presented to the sponsor prior to decommissioning with the SECNAV PAO and NHHC to ensure that the gift is acceptable and a record of the gift is maintained. The DCO shall ensure the gift is noted in the ship's Command Operations Report for the year. NHHC will present any such gifts that occur following decommissioning. This gift may only be made to the sponsor, not to maid(s)/matron(s) of honor, or to family members of the sponsor and must be made without expense to the United States.

9. Curator items. Reference (j) Chapter 11 contains provisions for identifying items for permanent retention in NHHC artifact and art collections, including gifts identified for display and retention in accordance with the above paragraphs. The DCO shall coordinate with NHHC on the availability of particular items for the decommissioning ceremony.

10. Historical Records. At the conclusion of the decommissioning ceremony, the DCO shall forward copies of all official ceremony documentation and mementos to the NHHC for retention in historical files. All other records will be managed, per reference (f), part IV, "Decommissioned Vessels' Records."